

SWC Student Art Gallery Information & Contract

Period of Use (filled in by SAG Coordinator)

Install Dates:

Show Dates

Clean Up Dates:

To Be Completed by user/group:

Group Making Request:

Name:

Phone:

Email:

Faculty Advisor:

Name:

Phone:

Email:

Main Contact Person:

Name:

Phone:

Email:

Additional students who will use the space during the show (please list all names):

Restrictions

1. No staples allowed on the walls.
2. Do not hang anything from the track lighting equipment.
3. Nails and screws used to hang artwork should be no thicker than size 8 screws. Large nails and screws can severely hurt dry wall.
4. No Gorilla Tape to be used in the space.
5. No permanent glues or adhesives can be used for installing artwork in the space.
6. Do not paint floors without prior approval from the Student Art Gallery Coordinator. The group using the space might have to agree to buy 4 gallons of the approved floor paint if permission is granted.
7. Contact the SAG coordinator before painting walls. Certain colors and paints will require that the walls are primed and repainted during the clean-up period. The group using the space might have to agree buy 2 gallons of the approved wall paint per wall if permission is granted.

User/Group Responsibilities

User / Group agrees to the following:

1. Any holes in gallery walls must be patch with proper spackling material. Patched holes must be sanded to match surrounding wall surface. Patched holes must be painted to match surrounding walls with approved paint from the SAG coordinator.
Current wall paint is: **BEHR Premium Plus Ultra Pure White 2050 Interior Flat Finish (new spring 2018)**
2. If painting of floors has been approved by the SAG coordinator, the floors must be repainted with the SAG floor paint.
Current Floor Paint is: **BEHR Premium 1-Part Epoxy Concrete & Garage Floor Paint – Slate Gray no. 902**
3. If painting objects, pedestals, walls, or anything in the gallery, laydown plastic drop cloth to protect the gallery floor from paint spills or marks.
4. Tools and hanging supplies are kept in the ACSS Office (room 702). Anyone using the tools must check them out from the people in the office. Tools include a drill. The charger and battery for the drill are kept in the back area of the school office. The tools must be returned to the office the same day.
5. Floors must be swept and mopped by the end of the clean-up period. A broom and mop are provided in the storeroom.
6. Any substance like chalk or other medium that leaves a dust on surfaces must be cleaned up by the end of the clean-up period.

User/Group Options

1. Pedestals are available for use. Pedestals are kept in the storeroom in the SAG. A limited amount of paint is available for the pedestals. Contact the SAG coordinator prior to painting the pedestals for more information.
2. The Audio Visual system consists of a projector, Mac Mini, and a Blu-ray/DVD/CD player. The projector is controlled by a wall panel located in the gallery. The computer and other inputs are in a black box in the storage closet.
 - Instructions on how to use the equipment are linked on our website: <http://dept.swccd.edu/student-art-gallery/gallery-information.html>.
 - Please do not try to adjust the projector. It is in the correct configuration. If you have questions, please email Micajah Truitt, mtruitt@swccd.edu or contact HELP Desk support at ext. 5188.

Posters & Social Media

Posters: If you want to print posters for the gallery sign, I can help you with that.

- We could print up to 3 posters. Please give us a minimum of 2 business days (M-TH) to print posters prior to when you want them delivered. We don't have as much help of Fridays, so I can't guarantee we can print them on Fridays.
- During the Summer, please contact Micajah Truitt to find out when posters can be printed.

Here is the poster size:

The insert and backing board (think paper size) is:

27.75" high x 22" wide

The actually viewable image area is:

26.75" high x 21.24" wide

Email and Facebook

We can post a .jpg of the poster on Facebook and our blog. Just send me the file. It would be great to have it in advance to help advertise.

Gallery Workers Are Here To Help

1. Gallery workers can assist with installation, take-down, and clean-up. However, it is the user/group's responsibility to finish all clean during the scheduled time period.
2. Check the Gallery Schedule to see when student workers are available.
3. Please leave the desk by the door free from artwork and other materials. The chair and desk are there for the student worker. Please make arrangements to bring in additional chairs or furniture if you need that for your show. Student workers need to have a place to sit while they are on duty.
4. There are no Student Art Gallery Workers during the summer.

Agreement

By signing this document, you are indicating that you have read the entire document, understand the information listed, and agree to policies in this document. Please sign below. Thank you.

Main Student Using the Space:

Print:

Signature:

Date:

Faculty Advisor

Print:

Signature:

Date:

